

S-E-C-R-E-T

Approved For Release 2002/08/23 : CIA-RDP70-00211R000100380012-5  
VITAL MATERIAL DEPOSIT SCHEDULE

DIVISION	VITAL MATERIAL IDENTIFICATION	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
DD/Pers/PD				
Selection Staff	Rosters of persons who are members of the Career Staff	IBM Listing	Quarterly	Replace with Current Deposit
	Rosters of persons whose membership in the Career Staff have been denied	IBM Listing	Quarterly	Replace with Current Deposit
Mobilization Staff				
	DOD Ad Hoc Committee Report on Military Reserve Policy of CIA	Paper Copy	When Published	Replace with Current Deposit
			When Published	Replace with Current Deposit
	Report on Wartime Preparation by OP	Paper Copy	Semi-Annually	Replace with Current Deposit
	Mobilization T/O's (pending)	Paper Copy	When Published	
	Personnel Mobilization Operating Procedures (pending)	Paper Copy	When Published	
	Mobilization Planning Series Regs (pending)	Paper Copy	When Published	
	Office of Personnel Mobilization Plan (pending)	Paper Copy		

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DIVISION	VITAL MATERIAL IDENTIFICATION	DEPOSIT	OF DEPOSIT	DISPOSITION INSTRUCTIONS
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DD/Pers/PD - (Cont'd)

Mobilization Staff	Office of Personnel Comments on War Plans	Paper Copy	When published	Withdraw when plan is approved
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Contract Personnel Division	Combined Contract and Staff Agency <sup>†</sup> Control File	Microfilm (M-122)	Quarterly	Replace with Current Deposit 3223
	Standard Contract and Letter of Authorization Terminology	Photocopy	Annually	Replace with Current Deposit

25X1

<div data-bbox="116 1285 1084 1953" data-label="Image"> </div>	Annually	Replace with Current Deposit 3225
	When Published	
	When Published	Replace with Current Deposit
	Quarterly	Replace with Current Deposit

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Personnel Procurement Division	Lead/Source Index and Locator File	Microfilm (M-120)	Semi-annually	Replace with Current Deposit
	Complete Copy of Specialization Code for Use With Lead/Source Index	Paper Copy		Replace when modified

Benefits and Casualty Division	Group Hospitalization Records	Microfilm (M-163)	Quarterly	Replace with Current Deposit
	Mutual Benefit, Health and Accident Association Records	Microfilm (M-161)	Quarterly	Replace with Current Deposit
	War Agencies Employees' Protective Association Records	Microfilm (M-162)	Quarterly	Replace with Current Deposit
	Income Replacement Records	Microfilm	Quarterly	Replace with Current Deposit

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Benefits and Casualty Division (Cont'd)	Specialized Dread Diseases Record	Microfilm	Quarterly	Replace with Current Deposit
	United Benefit Life Insurance Records	Microfilm	Quarterly	Replace with Current Deposit
	Mutual "Travel-Matic" Records	Microfilm	Quarterly	Replace with Current Deposit
	Index of Claim Actions Processed	Microfilm	Annually	Replace with Current Deposit
	Agreements and AuthorizationsFile	Photostat	Annually	
Personnel Assignment Division	Employee Qualifications Register and Master Register Status File	IBM Listing	Quarterly	Replace with Current Deposit 3231
	Applicant Qualifications Register	IBM Listing	Semi-Annually	Replace with Current Deposit
	Complete Set of CIA Qualification Code Manuals	Paper Copy	As Changes Occur	Replace when superseded
	Consultant Qualification File (Machine Register)	IBM Listing	Quarterly	Replace with Current Deposit
Records and Services Division	Monthly Personnel Statistical Review	Paper Copy	Monthly	Retain until Notified 3232
	Personnel Status File	IBM Cards	Bi-Monthly	Replace with Current Deposit
	Military Status File	IBM Cards	Bi-Monthly	Replace with Current Deposit

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Records and Services Division (Cont'd)	CIA Locator File and Listing (MRD Job #960)	IBM Cards & Listings	Quarterly	Replace with Current Deposit
	Personnel Position Inventory Control File	Microfilm (M-77)	Quarterly	Replace with Current Deposit
	CIA Service Record Cards for Separated Employees	Microfilm (M-126)	Quarterly	Replace with Current Deposit
	Roster of Staff Agents (pseudo) & Staff Employees arranged alphabetically by service designation	IBM Listing	Monthly	Replace with Current Deposit
	Roster of Staff Agents (pseudo) & Staff Employees arranged by date of grade (DOG) by service designation	IBM Listing	Monthly	Replace with Current Deposit
	CIA Position Control Register(T/O)	IBM Listing (Register)	Monthly	Replace with Current Deposit
	Consultant Status Roster - List Arranged alphabetically by office of assignment	IBM Listing	Monthly	Replace with Current Deposit
	MRD Personnel Branch Coding Manual and Organization and Country Codes	Paper Copy	As Changes Occur	Replace when superseded
Position Evaluation Division	Occupational Handbook of Classification Titles and Codes (Interim Draft) 9/55	Paper Copy	As Changes Occur	Replace with Current Deposit

3224

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